



**Uganda Cancer Institute**

**JOB DESCRIPTIONS AND PERSONS SPECIFICATIONS FOR ADVERTISED  
POSITIONS UNDER UGANDA CANCER INSTITUTE EXTERNAL ADVERT NO.  
1/2020**

<b>1</b>	<b>Post:</b>	<b>Pharmacist</b>
	<b>Salary scale:</b>	U4
	<b>Type of appointment</b>	Contract
	<b>Number of openings</b>	01
	<b>Reports to:</b>	Senior Pharmacist
	<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Bachelor of Pharmacy or its equivalent from a recognized University/Institution.</li> <li>• Must be registered with Pharmacy Board.</li> <li>• Postgraduate training in Pharmacy is an added advantage</li> </ul>
	<b>Experience</b>	At least 3 years' working experience in the related field
	<b>Key competencies required for the post</b>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Assertiveness and Self confidence</li> <li>• Effective communication</li> <li>• Concern for quality and standards</li> <li>• Ethics and Integrity</li> <li>• Flexibility</li> <li>• Innovativeness</li> <li>• Computer literate</li> <li>• Management/leadership skills</li> <li>• Team work and team building</li> </ul>

	<b>Key duties of the post/key results area</b>	<ul style="list-style-type: none"> <li>• Participates in quality preparation of compounded medicine and infusion and ensure proper storage.</li> <li>• Requisitions and ensures that supplies are available</li> <li>• Advises and updates clinicians on prescriptions</li> <li>• Liaises with ward management in ensuring that medicines are properly recorded and stored</li> <li>• Coordinate pharmacy activities with departmental heads</li> <li>• Participates in planning and budgeting for pharmacy unit and accounts for medicines and</li> <li>• Participates in drugs and clinically related research</li> <li>• Ensures equipment is functional and well maintained</li> <li>• Liaises with National Drug Authority in ensuring that all medicines conform to prescribed standards</li> <li>• Advises patients and communities on the proper use and storage of drugs</li> <li>• Imparts knowledge and skills to health students and staff</li> <li>• Compiles and submits reports to the senior pharmacist</li> <li>• Carrying out any other duties as may be assigned from time to time.</li> </ul>
2	<b>Post:</b>	<b>Theater Assistant</b>
	<b>Salary scale:</b>	U7
	<b>Type of appointment</b>	Contract
	<b>Number of openings</b>	02
	<b>Reports to:</b>	Nursing Officer,
	<b>Qualification</b>	Must have a Uganda Certificate of Education with passes in science subjects or its equivalent from a recognized institution. Certificate in Theatre Techniques
	<b>Experience</b>	Experience in cancer care or palliative care of counselling is an added advantage
	<b>Key competencies required for the post</b>	<ul style="list-style-type: none"> <li>• Concern for quality and standards;</li> <li>• Team work;</li> </ul>

		<ul style="list-style-type: none"> <li>• Ethics and integrity;</li> <li>• Communication; and</li> <li>• Time management.</li> </ul>
	<b>Key duties of the post/key results area</b>	<p><b>1. Medical device Repository</b></p> <ul style="list-style-type: none"> <li>• Washing theater equipment/instruments;</li> <li>• Disinfecting theater equipment/instruments;</li> <li>• Preparing and packaging of theater instruments, linen and sponges;</li> <li>• Sterilizing theater equipment, instruments, linen, sponges.</li> </ul> <p><b>2. General Theater Preparation</b></p> <ul style="list-style-type: none"> <li>• Setting sterile trolleys;</li> <li>• Clearing after procedures.</li> </ul> <p><b>3. Controlling traffic flow in Theater.</b></p> <p><b>4. Infection prevention</b></p> <ul style="list-style-type: none"> <li>• Waste management/segregation;</li> <li>• Specialized Theater cleaning.</li> </ul> <p><b>5. Assisting Surgeons during Surgeries</b></p> <ul style="list-style-type: none"> <li>• Scrubbing;</li> <li>• Circulating.</li> </ul>
	<b>Job Purpose</b>	To prepare the theatre for surgical operations.
<b>3</b>	<b>Post:</b>	<b>Driver for Mamo Van (Re-advertised)</b>
	<b>Salary scale:</b>	U8
	<b>Type of appointment</b>	Permanent
	<b>Number of openings</b>	01
	<b>Reports to:</b>	Transport Officer/Hospital Administrator
	<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Uganda Certificate of Education (UCE) with a pass in English Language.</li> <li>• Valid Driving Permit of Class E.</li> <li>• Must have passed the Chief Mechanical engineers driving test.</li> </ul>
	<b>Experience</b>	Must have minimum driving experience of one year

	<p><b>Key competencies required for the post</b></p>	<ul style="list-style-type: none"> <li>• Basic Knowledge of mechanical and vehicle maintenance;</li> <li>• Clean driving record; Public Relations and Customer Care;</li> <li>• Time Management; and</li> <li>• Flexibility.</li> </ul>
	<p><b>Key duties of the post/key results area</b></p>	<p><b>Key Outputs</b></p> <ul style="list-style-type: none"> <li>• Vehicle driven as assigned;</li> <li>• Vehicle cleaned, maintained and minor repairs carried out;</li> <li>• Major mechanical faults reported;</li> <li>• Basic vehicle records maintained; and</li> <li>• Vehicle safely kept.</li> </ul> <p><b>Key Functions</b></p> <ul style="list-style-type: none"> <li>• Driving the Mamo van for official duty and assignments;</li> <li>• Carrying out basic maintenance and cleanliness of the vehicle;</li> <li>• Reporting major technical mechanical faults to the supervising officer;</li> <li>• Maintaining basic records regarding the vehicle as instructed; and</li> <li>• Ensuring the safety of the vehicle while on duty.</li> </ul>
	<p><b>Job Purpose</b></p>	<p>To drive and maintain Uganda Cancer Institute Mamo Van in accordance with the transport policy; and as directed by the supervising officer.</p>